

VMRII - VRO GUIDELINE  
USING 'CORRECT HISTORY'

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**Number One Rule:** Please do not use 'correct history'.

**Exceptions to the rule:** Unfortunately, there are a few issues that require the use of 'correct history' as a last resort only.

1. While entering a new vendor:
  - a. The vendor is saved, but the information was not completely added to the new vendor record. The system may not allow you to finish your input without using 'correct history,' but the date would be today's date.
2. Inactivating certain addresses, locations, and contacts. VRO uses the Correct History button very sparingly, usually only for touchy interfaces such as their VR and BIDS locations. These interfaces require that all rows below be inactivated as well as the top effective-dated row. This also applies to bidder contacts.

NOTE: before any location can be inactivated, Voucher Inquiry needs to be run on the entire state to see if there are vouchers pending.

Do not use 'correct history' to correct 1099 information. See the separate guidelines for correcting any 1099 reporting issues.

*Feel free to contact the Vendor Registry Office at [spovendor@nd.gov](mailto:spovendor@nd.gov) for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.*